

Using & Accessing myPay

NIH employees will be receiving their myPay PIN numbers in the mail directly from the Defense Finance and Accounting Service (DFAS). Once you receive this PIN, you may log in to myPay at - <https://mypay.dfas.mil/mypay.aspx>

myPay Login screen (at <https://mypay.dfas.mil/mypay.aspx>)

myPay

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Account Access

1. Please Enter LoginID (SSN):

2. Please Enter PIN:

GO

myPay puts you in control

myPay allows you to manage your pay information, leave and earning statements, W-2s and more.

myPay puts more information and services at your finger tips. Brought to you by DFAS...

Your Financial Partner @ Work

Important Tax Information

W-2 Information

Effective September 17, 2003, all current myPay active/reserve military users and Defense Finance and Accounting Service (DFAS) civilian employees who request or already have a myPay Personal Identification Number (PIN) and access myPay are consenting to receive only an electronic W-2. They may, however, elect to receive a hardcopy W-2. All other Department of Defense (DoD) civilian employees who use MyPay may elect to receive an electronic W-2 in lieu of a hardcopy W-2 through the MyPay system. [Click here for more information.](#)

In addition to the W2 view/print/save capabilities currently provided, your 2004 W-2 will feature a printer-friendly version viewable with Adobe Reader.

1099R Information

Effective September 1, 2004, all current myPay military retired users who request or already have a myPay Personal Identification Number (PIN) and access myPay are consenting to receive only an electronic 1099R. They may, however, elect to receive a hardcopy 1099R. [Click here for more information.](#)

All W-2s and 1099Rs are available in myPay.

Popular FAQs

- [How do I get a new PIN?](#)
- [About your Personal Identification Number \(PIN\)](#)

NOTICE !!!

myPay Access for All Marines Will Be Unavailable Beginning at 0001 EDT on 21 April

myPay Main Menu

myPay

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Your Army Active Duty Pay Account

- Leave and Earnings Statement (LES)

Pay Changes:

- Allotments
- Savings Bonds
- Turn on/off Hard Copy of LES

Direct Deposit:

- Net Pay EFT
- Travel EFT
- Miscellaneous EFT

Taxes:

- Federal Withholding
- State Withholding
- Tax Statement (W-2)
- Student Loan Repayment Program (SLRP) W-2
- Turn on/off Hard Copy of W-2
- Thrift Savings Plan (TSP)
- Travel Voucher Advice of Payment (AOP)
- **Personal Settings Page** (Click here for details)

Your Army Reserve Component Pay Account

- Leave and Earnings Statement (LES)

Pay Changes:

- Correspondence Address
- Turn on/off Hard Copy of LES

Direct Deposit:

- Net Pay EFT
- Travel EFT
- Miscellaneous EFT

Taxes:

- Federal and State Withholding
- Tax Statement (W-2)
- Student Loan Repayment Program (SLRP) W-2
- Turn on/off Hard Copy of W-2
- Thrift Savings Plan (TSP)
- Travel Voucher Advice of Payment (AOP)
- **Personal Settings Page** (Click here for details)

Your Marine Corps Active Duty Pay Account

- Leave and Earnings Statement (LES)
- Last Pay Information

Pay Changes:

- Allotments
- Correspondence Address
- Direct Deposit
- Savings Bonds
- Turn on/off Hard Copy of LES

Taxes:

Your Civilian Pay Account

- Leave and Earnings Statement (LES)

Pay Changes:

- Allotments
- Correspondence Address
- Direct Deposit
- Savings Bonds
- Turn on/off Hard Copy of LES

Taxes:

- Federal Withholding

Your Civilian Pay Account

- Leave and Earnings Statement (LES)

Pay Changes:

- Allotments
- Correspondence Address
- Direct Deposit
- Savings Bonds
- Turn on/off Hard Copy of LES

Taxes:

- Federal Withholding
- State Withholding
- Tax Statement (W-2)
- Turn on/off Hard Copy of W-2
- Travel Voucher Advice of Payment (AOP)
- **Personal Settings Page** (Click here for details)

- NIH myPay will include:
 - Thrift Savings Account (TSP)
 - Federal Employees Health Benefits FEHB)

Employee Express/myPay Side-by-Side Comparison

Action	Employee Express	myPay
TELEPHONE ACCESS	YES	YES
DIRECT DEPOSIT/ELECTRONIC FUNDS TRANSFER	YES	YES
VOLUNTARY ALLOTMENTS	YES	YES
FEDERAL TAX	YES	YES
STATE TAX	YES	YES
HOME ADDRESS	YES	YES
FEDERAL EMPLOYEES HEALTH BENEFITS (FEHB)	YES	YES*
SAVINGS BONDS	NO	YES
THRIFT SAVINGS PLAN (TSP)	YES	YES*
PIN CHANGES	YES	YES
LOST PIN RECOVERY	YES	YES
PIN LETTER ON DEMAND	YES	YES
DISPLAY LAST THREE LEAVE & EARNINGS STATEMENTS (LES)	NO	YES**
TRAVEL ADVICE OF PAYMENT	NO	NO***
W-2	NO	YES
RETIREMENT CALCULATOR	YES	NO
SERVES RETIREES/ANNUIANTS?	NO	YES
CFC ELECTION	YES	NO
SECURE SOCKET LAYER (SSL) PROTOCOL W/ 128 BIT ENCRYPTION	YES	YES
24-7 AVAILABILITY	YES	YES
LES VIEW/PRINT/STORAGE	NO	YES
W-2 VIEW/PRINT/STORAGE	NO	YES
*DFAS will have for DHHS employees, including NIH employees, before roll-out.		
**In myPay employees will have access to the last 26 LES (once the History has been accumulated).		
***DHHS Travel expenses will not be processed by DFAS, or through myPay.		

- Login to myPay – <https://mypay.dfas.mil/mypay.aspx>
- NIH DFAS-myPay information site - <http://hr.od.nih.gov/DFAS-myPay/default.htm>
- DHHS DFAS-myPay information site - <http://intranet.hhs.gov/epay/index.html>